Assignment 1

Administration, Supervision, and Training

Textbook Assignment: Engineman l&C; NAVEDTRA 10543-E1, Pages 1-1 through 2-12

In this course you will demonstrate that learning has taken place by correctly answering training items. The mere physical act of indicating a choice on an answer sheet is not in itself important; it is the mental achievement, in whatever form it may take, prior to the physical act that is important and toward which correspondence course learning objectives are directed. The selection of the correct choice for a correspondence course training item indicates that you have fulfilled, at least in part, the stated objective(s).

The accomplishment of certain objectives, for example, a physical act such as drafting a memo, cannot readily be determined by means of objective type correspondence course items; however, you can demonstrate by means of answers to training items that you have acquired the requisite knowledge to perform the physical act. The accomplishment of certain other learning objectives, for example, the mental acts of comparing, recognizing, evaluating, choosing, selecting, etc., may be readily demonstrated in a correspondence course by indicating the correct answers to training items.

The comprehensive objective for this course has already been given. It states the purpose of the course in terms of what you will be able to do as you complete the course.

The detailed objectives in' each assignment state what you should accomplish as you progress through the course. They may appear singly or in clusters of closely related objectives, as appropriate; they are followed by items which will enable you to indicate your accomplishment.

All objectives in this course are learning objectives and items are teaching items. They point out important things, they assist in learning, and they should enable you to do a better job for the Navy.

This self-study course is only one part of the total Navy training program; by its very nature it can take you only part of the way to a training goal. Practical experience, schools, selected reading, and the desire to accomplish are also necessary to round out a fully meaningful training program.

Learning Objective: Recognize some of the increased responsibilities related to advancement and point out some of the practices that should be followed when training personnel.

● Questions 1-1 and 1-2 are to be judged True or False.

1-1. The successful accomplishment of the Navy's mission depends on continuous training of its personnel.

1-2. With each advancement, you MUST accept an increased responsibility in military matters only.

1-3. When talking to a group of trainees about diesel engines, why should you use precise technical and standard Navy terms?

1. To convey information accurately, simply, and clearly
2. To take advantage of the opportunity for self-improvement
3. To avoid criticism from trainees having higher formal education
4. To impress the trainees

1-4. What should you do to prevent a wide training level gap which occurs when highly skilled personnel are transferred?

1. Require strikers to devote off-duty time to increase their proficiency
2. Help those trainees who have trouble with their task
3. Emphasize training with movies, rather than on-the-job training
4. Conduct a continuous training program

● Question 1-5 is to be judged True or False.

1-5. As an EN advances, he should become more familiar with the work of other ratings so that he may direct the work of his group for maximum benefit of the organization as a whole.

1-6. Why should petty officers strive constantly to improve their grammar usage?

1. To vitalize instruction
2. To impress trainees
3. To avoid criticism
4. To exchange ideas

1-7. Why should a petty officer know the precise meanings of engineering technical terms?

1. To convey information accurately
2. To obtain information from official publications related to his work
3. To understand questions on written examinations for advancement
4. All of the above

● Question 1-8 is to be judged True or False.

1-8. If you hear anything that is new concerning the operation and maintenance of diesel engine fuel equipment, you should find out everything you can about it.

1-9. What should you do to keep abreast of new developments that affect you, your work, and the Navy?

1. Find up-to-date information and check that which pertains to your rate
2. Collect personal copies of pertinent technical manuals
3. Complete all enlisted correspondence courses that pertain to your rating
4. Complete all officer correspondence courses that are related to your rating

1-10. Which of the following statements regarding the "Quals" Manual is correct?

1. It is issued annually by the Bureau of Naval Personnel
2. It covers only the professional requirements for personnel advancement
3. It lists qualifications for general ratings but not for service ratings
4. It covers both military and professional requirements for advancement in all rates and ratings

1-11. You should provide each person in your division with detailed information on training manuals that should be studied for advancement. What publications should you consult to obtain this information?

1. Shipboard Training Manual
2. Guide for Enlisted Classification
3. Bibliography for Advancement Examination Study
4. Manual for Qualifications for Advancement

Learning Objective: Identify some of the military and occupational duties performed by EN1s and ENCs.

1-12. As an EN1 or ENC you may be required to perform which of the following assignments?

1. Maintenance and repair of machinery
2. Planning and organizing work details
3. Training and supervising lower rates
4. All of the above

1-13. The duties required of an EN1 or ENC may include which of the following actions?

1. Instructing watchstanders in the performance of their duties
2. Ensuring that safety precautions are posted in conspicuous places
3. Familiarization with equipment used by all other engineering ratings
4. All of the above

1-14. Except in cases of an emergency, the engineering officer of the watch must be authorized to turn the ship's main engines by which of the following personnel?

1. Navigator
2. Executive officer
3. Officer of the deck
4. Commanding officer

1-15. A ship is underway when a lubricating oil casualty occurs in a main reduction gear. The casualty should be promptly reported to which of the following personnel?

1. Officer of the deck
2. Engineer officer
3. Both 1 and 2 above
4. Main propulsion assistant

1-16. As specified in Navy Regulations, the duties of a ship's engineering officer of the watch include which of the following actions?

1. Ensure that the Engineering Log, Engineer's Bell Book, and prescribed operating records for the ship are properly kept
2. Make frequent inspections of the ship's engines and auxiliary equipment
3. Report to the officer of the deck and the engineer officer any actual or probable engine condition that may affect the proper operation of the ship
4. All of the above

1-17. A chief petty officer is assigned duty as the engineering department duty officer. He is responsible for which of the following actions?

1. Make all reports required by the engineering officer
2. Write the engineering log for his day's duty
3. Report the condition of the department to the CDO
4. All of the above

● Questions 1-18 is to be judged True or False.

1-18. The cleanliness of the engineering watch-standing space and the status of the firefighting equipment in that space are the responsibility of the EN1 or ENC standing the watch.

1-19. Before assuming the engineroom watch, the relieving watch should make sure that which, if any, of the following actions have taken place?

1. Bilges have been cleaned
2. All orders have been completed
3. Any uncompleted order has been received
4. None

1-20. A cold-iron watch is normally stood when a ship is in which of the following conditions?

1. Underway
2. At anchor
3. Moored to a buoy
4. Alongside a tender

Learning Objective: Identify sources of information that are helpful when studying for advancement.

1-21. To use the rate training manual Engineman 1&C to its best advantage and to gain the most from it, you should start your study by following which of the following practices?

1. Read the preface, table of contents, and index
2. Read the introduction to each chapter
3. Read chapter 1
4. Browse through the book

1-22. An EN who is preparing for the Navy-wide advancement in rate examination, should study which of the followng materials?

1. The mandatory and recommended manuals listed in the Bibliography for Advancement Examination Study, NAVEDTRA 10052
2. The knowledge factors covered in the Quals Manual
3. The mandatory manuals listed in Bibliography for Advancement Examination Study, NAVEDTRA 10052 onl
4. The publications pertinent to the professional mechanical aspects of the rating and those relating to the military requirements

1-23. How often is NAVEDTRA 10052 issued revised form?

1. Semiannually
2. Annually
3. Every 2 years
4. Every 5 years

1-24. When training junior personnel for advancement, you should stress that they are responsible for which of the following rate levels?

1. The rate level to which they seek advancement only
2. Their present and lower rate levels
3. Their present and higher rate levels
4. The rate level to which they seek advancement and all lower levels

1-25. Questions in the written advancement examinations are based on which of the following factors?

1. knowledge factors and practical factors of military and professional qualifications
2. Knowledge and practical factors of the professional qualifications only
3. Practical factors of the military and professional qualifications
4. knowledge factors of the military and professional qualifications

1-26. Which of the manuals listed in NAVEDTRA 10052 for your rating must you complete before you are eligible to take the advancement in rating examinations?

1. All manuals listed for the Engineering and Hull group
2. All manuals listed for the next higher rate
3. Only manuals listed for the next higher rate and marked with asterisks
4. Only unmarked manuals listed for the next higher rate

● Question 1-27 is to be judged True or False.

1-27. All personnel seeking advancement to PO1 or CPO must satisfactorily complete the appropriate Rate Training Manual, and the Military Requirements for Petty Officer l&C.

1-28. When you are preparing for advancement, which of the following rate training manuals will provide you with additional occupational knowledge?

1. Mathematics, Volume 1
2. Blueprint Reading and Sketching
3. Tools and Their Uses
4. All of the above

Questions 1-29 through 1-32 are to be judged True or False.

1-29. One method of judging how much you have learned from a training manual is to complete the correspondence course based on that manual.

1-30. Chapter 001 of Naval Ship's Technical Manual will be particularly important to you as an Engineman, because it gives a complete listing of all chapters included in the manual.

1-31. The Deck Plate is a magazine published monthly by NAVSEA containing information on new equipment and supplying engineering data that augments the Naval Ship's Technical Manual.

1-32. Films that may be of use as training aids are listed in the Department of the Navy Catalog of Audiovisual Production Products, OPNAVINST 3157.1.

Learning Objective: Describe some of the administrative and supervisory responsibilities of the EN1 and ENC in relation to subordinate personnel.

1-33. Which of the following areas of responsibility includes the submitting of records and reports that are associated with an engine overhaul job?

1. Administration
2. Supervision
3. Training
4. Maintenance

1-34. When machinery repairs are in progress, the supervisor is responsible for which of the following tasks?

1. Assign experienced personnel to perform the work
2. Ensure that the job is done correctly
3. Ensure that spare parts are available
4. All of the above

1-35. Which of the following statements bests describes your administrative, supervisory, and training responsibilities as an EN1 or ENC?

1. Materials, parts, tools, and trained personnel must be available when needed
2. Reports must be submitted and records must be complete and orderly
3. Individual repair jobs must be performed in a planned logical sequence
4. All of the above

1-36. As an engineman, with which of the following areas of responsibility should you be concerned?

1. Administrative, in connection with engineroom operations, maintenance and repair only
2. Supervisory, in connection with engineroom operations, maintenance and repair only
3. Administrative and supervisory, in connection with engineroom operations only
4. Administrative and supervisory, in connection with engineroom and auxiliary operations, maintenance and repair

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Learning Objective: Indicate how necessary engineering records and reports for naval ships are prescribed and obtained.

1-37. Reports for the administration and upkeep of naval ships are described by directives from which of the following authorities?

1. NAVSHIPS
2. Type commanders
3. CNO
4. All of the above

● Question 1-38 is to be judged True or False.

1-38. Information on obtaining most engineering forms and records is indicated in the Navy Stock List of Forms and Publications, NAVSUP 2002.

Learning Objective: Identify and give the purpose of legal records used in the engineering department and describe how the records should be maintained.

1-39. Which of the following engineering department records must be preserved as permanent legal records?

1. Engineering Log and Fuel and Water Report
2. Engineer's Bell Book and Mail Log
3. Engineering Log and Engineer's Bell Book
4. Machinery History and Boiler Room Room Operating Record

1-40. Which of the following statements pertaining to the Engineering Log is correct?

1. Remarks must include all minor speed changes and boilers in use
2. Spaces are provided for recording total engine miles steamed for the day, route of the ship, and the number of days out of drydock
3. An erasure is not allowed unless it is neat and the re-entry is legible
4. The Engineering Log must be prepared and signed by the senior petty officer of the watch whether he is or is not the engineering officer of the watch

1-41. Where are the instructions for making entries in the Engineering Log contained?

1. In the Naval Ship's Technical Manual
2. In the type commander's directives
3. In the U.S. Navy Regulations
4. All of the above

1-42. You are in charge of the entire underway watch when Fireman Jones slips and breaks his arm in the engineroom. Where should you record this injury?

1. In the Monthly Summary
2. In the Engineering Log
3. In the Engineer's Bell Book
4. All of the above

1-43. If an error is made in an entry to the Engineering Log, what should be done about the erroneous entry?

1. The error should be erased and the correction inserted
2. The error should be lined through once, rewritten correctly, and initialed
3. The error should be underlined and an explanatory note entered in the margin
4. The error should be circled and an explanatory note made at the bottom of the page

1-44. The commanding officer signs the Engineering Log on what day of each month?

1. The fifth calendar day
2. The tenth calendar day
3. The twentieth calendar day
4. The last calendar day

1-45. Which of the following persons is responsible for reviewing and signing the Engineering Log each day to indicate that all entries are complete and accurate?

1. Petty officer of the watch
2. CPO with the day's duty
3. Engineer officer
4. Main propulsion officer

● Question 1-46 is to be judged True or False.

1-46. Neither the petty officer of the watch, the CPO who wrote the log, nor the engineer officer may, without first obtaining permission, enter changes or additions to the Engineering Log after it has been signed by the commanding officer.

1-47. A new series of page numbers added to the Engineering Log are used starting with the first day of each

1. month
2. quarter
3. fiscal year
4. calendar year

1-48. A ship's Engineer's Bell Book provides a legal record concerning the

1. operating efficiency and general performance of the ship's engineering plant
2. time of any change in movement of the ship's propellers
3. operating efficiency of the ship's engineering plant only
4. general performance of the ship's engineering plant only

1-49. Who normally makes entries in the Engineer's Bell Book while the ship is steaming at sea?

1. The messenger
2. The throttleman
3. The CPO on duty
4. The EOOW

1-50. While a ship is entering port, entries in the Engineer's Bell Book may be made by the

1. throttleman's assistant
2. engineer officer
3. throttleman
4. engineering officer of the watch

1-51. If the bridge signals ahead 1/3 on the engine order telegraph and ahead 35 on the engine revolution telegraph, what entry should the throttleman make in (a) column 2 and (b) column 3 of the Engineer's Bell Book?

1. (a) Column 2: blank;(b) column 3: 35
2. (a) Column 2: I; (b) column 3: blank
3. (a) Column 2: I; (b) column 3: 35
4. (a) Column 2: 1/3; (b) column 3: 35

● Questions 1-52 through 1-54 are to be judged True or False.

1-52. Ships with controllable reversible pitch propellers must record in the Engineer's Bell Book any signaled speed changes by noting the shaft counter readings.

1-53. The engine miles underway are calculated from the counter readings taken each hour on the hour recorded in column 4 of the Engineer's Bell Book.

1-54. Before being relieved of the watch, the throttleman of the machinery spaces should initial the Engineer's Bell Book on the line following the last entry.

1-55. By whom and under what conditions is the Engineer's Bell Book maintained on a ship equipped with controllable reversible pitch propellers and with engines that are directly controlled either by the engineroom or from the bridge?

1. By bridge personnel at all times
2. By engineroom personnel at all times
3. By bridge personnel when engines are directly controlled from the bridge and by engineroom personnel at all other times
4. By engineroom personnel when engines are directly controlled from the bridge and by bridge personnel at all other times

1-56. Assume that a ship is equipped with controllable reversible pitch propellers and the movement of the propellers is in bridge control. Before going off watch, who signs the Engineer's Bell Book on the line following the last entry?

1. Quartermaster of the watch
2. Officer of the deck
3. Executive officer
4. Commanding officer

● Question 1-57 is to be judged True or False.

1-57. Neat corrections and erasures are permitted in the Engineer's Bell Book, if they are made only by the person required to sign the record for the watch and if the change is neatly initialed in the margin of the page.

Learning Objective: Recognize the importance of operating records and reports and indicate factors affecting the maintenance and disposal of such records.

1-58. What is the purpose of maintaining and keeping engineering operating records and reports?

1. Ensure regular inspections of operating machinery
2. Provide data for performance analysis
3. Both 1 and 2 above
4. Warn of impending casualties to operating machinery

1-59. When standard engineering operating forms are not available, who will authorize the temporary forms to be used?

1. Engineer officer
2. Executive officer
3. Squadron commander
4. Type commander

1-60. After how many years may the Diesel Engine Operating Record, All Ships (NAVSEA 9231/2), be destroyed?

1. 1 yr
2. 2 yr
3. 3 yr
4. 4 yr

1-61. Which of the following persons approves the diesel engine operating logs?

1. Petty Officer of the Watch
2. Engineer officer
3. Senior engineman
4. Watch supervisor

1-62. Why is a daily Fuel and Water Account maintained by the engineering department?

1. Because it may be used to form the basis of other reports
2. Because it is used to inform selected personnel of the liquid load
3. Both 1 and 2 above
4. Because it must be submitted to the type commander

1-63. If you were assigned to compute the amount of burnable fuel aboard ship, you would compute

1. all the fuel in the service, storage, and settling tanks
2. all the fuel in the service and storage tanks only
3. only the fuel above the service and storage tank suction line
4. only the fuel above the service tank suction line

● Question 1-64 is to be judge True or False.

1-64. The original copy of the Fuel and Water Report is submitted to the commanding officer daily with the 1200 reports.

● Questions 1-65 through 1-68 concern the Monthly Summary of Fuel Inventory and Steaming Hours Report (short title: Monthly Summary).

1-65. After the Monthly Summary has been been prepared, who must verify the amount of fuel received for the month?

1. The commanding officer
2. The supply officer
3. The type commander
4. The engineer officer

1-66. Which of the following is a true statement about a ship's Monthly Summary for a given month?

1. The commanding officer signs the copy which goes to the type commander
2. The engineer officer signs the copy which goes to the files of the engineering department
3. The original is forwarded to the fleet commander by the fifth of the next month
4. The hours-not-underway entries are made on the back of the report

1-67. Where may you find additional information regarding the use of definitions and explanations in the preparation of the Monthly Summary?

1. OPNAVINST 5213.7
2. NWIP 10-1 (revised)
3. Fleet Commander's Instructions
4. OPNAVINST 3540.1

● Question 1-68 is to be judged True or False.

1-68. Many engineer officers facilitate the preparation of the Monthly Summary by recording operating information on a daily basis.

1-69. Information about engineering records that must be kept permanently is contained in

1. Naval Ship's Technical Manual
2. SECNAVINST P5212.5
3. NAVSHIPS 5083
4. NAVSHIPS 3648

1-70. The Engineering Log must be retained aboard ship for a period of how many years?

1. 1 yr
2. 2 yr
3. 3 yr
4. 4 yr

1-71. What disposition is made of a ship's Engineer's Bell Book if the ship is scrapped?

1. It is scrapped
2. It is sent to the nearest Naval Records Management Center
3. It is sent to NAVSHIPS
4. It is sent to BUDOCKS

1-72. A NAVSEA report that has served its purpose and is no longer useful may be destroyed after how many months?

1. 1 month
2. 12 months
3. 3 months
4. 24 months